

8-3-1972

## August 3, 1972 Organizational Meeting Minutes

Scioto Technical College

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# RECORD OF PROCEEDINGS

Minutes of

SCIOTO COUNTY TECHNICAL BOARD OF TRUSTEES

Meeting

Heer Printing Co., Cols., O. Form No. 20004

national  
graphics

Columbus Blank Book Co., Cols., O. Form No. 1097

Held Lucasville, Ohio

August 3, 1972

## REGULAR MEETING

The meeting was called to order by the Chairman, Mr. W. N. Brown.

### ROLL CALL

Members Present: Mr. Morgan, Mr. Clark, Mr. Hyland, Mr. Brown.

Members Absent: Dr. Nichols, Mr. Ferguson, Mr. Stevens.

### APPROVAL OF MINUTES

Mr. Hyland moved to approve the Minutes of the Regular Meeting of July 6, 1972, and June 1, 1972.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

### APPOINTMENT OF CARL CLARK AND DR. WILLIAM NICHOLS

146

The Board acknowledged the letters appointing Mr. Carl Clark and Dr. William Nichols to the Board of Trustees.

The Board of Education  
Portsmouth, Ohio 45662  
Arthur N. Horr, Clerk  
June 9, 1972

Mr. Frank Taylor, President  
Scioto County Technical College  
P.O. Box 766  
Lucasville, Ohio 45648

Dear Mr. Taylor:

At a Regular Meeting held on Thursday, June 8, 1972, the Board of Education of the Portsmouth City School District appointed Mr. Carl W. Clark as a member of the Board of Trustees of the Scioto County Technical College for a three year term ending March 31, 1975.

Very truly yours,  
Arthur N. Horr, Clerk  
Board of Education  
Portsmouth City School District

State of Ohio  
Executive Department  
Office of the Governor  
Columbus

I, John J. Gilligan, Governor of the State of Ohio, do hereby appoint William L. Nichols, Portsmouth, Scioto County, Ohio, as a Trustee, Scioto County Technical Institute District, for a new term beginning March 17, 1972, and ending at the close of business March 16, 1975.

IN WITNESS WHEREOF, I have hereunto  
subscribed my name and caused the Great  
Seal of the State of Ohio to be affixed  
at Columbus, this 9th day of June, in  
the year of our Lord, one thousand nine  
hundred and seventy-two.

John J. Gilligan,  
Governor

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CONTROLLING AGENCY FOR PRACTICAL NURSING PROGRAM

147

Mr. Hyland moved to adopt the following resolution:

In compliance with Board Rule NS-5-09-(A), the Scioto Technical College Board of Trustees adopts the following resolution:

Be it resolved that the Board will become the controlling agency of the Practical Nursing Program which has been operating under the Portsmouth Board of Education as the Practical Nursing Program of the Portsmouth City Schools. The name of the program will be - Practical Nurse Program of Scioto Technical College; effective October 23, 1972.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

AGREEMENT - LICENSED PRACTICAL NURSE PROGRAM

148

Mr. Hyland moved and Mr. Morgan seconded the motion to enter into agreement with Mercy Hospital in the Licensed Practical Nurse Program.

A G R E E M E N T

This agreement, entered into at Portsmouth, Ohio is between the Scioto Technical College Board of Trustees, hereinafter referred to as the BOARD, for the Practical Nurse Program of the Scioto Technical College and the Sisters of St. Francis of Rochester, Minnesota, operating the Mercy Hospital at Portsmouth, Ohio, hereinafter referred to as the AFFILIATING HOSPITAL.

WHEREAS it is proposed that the BOARD conduct the Practical Nurse Program of the Scioto Technical College for the purpose of training practical nurses.

NOW THEREFORE THE COLLEGE and the AFFILIATING HOSPITAL mutually agree with each other as follows:

I. The BOARD agrees to:

- A. Conduct the educational program and be accorded full responsibility for the administration, organization and operation thereof.
- B. Charge each student a tuition fee and enter into acceptable financial agreements with the State Department of Vocational Education for the financial support of the educational program.
- C. Enter into such contracts with other health agencies for additional clinical experience for students as shall be deemed advisable to meet the objectives of the program.
- D. Employ such administrative, instructional and secretarial personnel as shall be best qualified for the several positions. Qualified members of the Sisters of St. Francis may be so employed.
- E. Accept for enrollment students as meet the admission standards. The AFFILIATING HOSPITAL SHALL have at least one representative on the Admissions Committee.
- F. Establish and maintain such curriculum standards and educational policies as shall meet the requirements of the Ohio State Board of Nursing Education and Nurse Registration and the State Department of Vocational Education, Trade and Industrial Education Service.



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AGREEMENT - LICENSED PRACTICAL NURSE PROGRAM (Continued)A G R E E M E N T (Continued)

- G. Assign only those students to the AFFILIATING HOSPITAL who have successfully met the basic standards of the school.
- H. Plan cooperatively for the experience and practice of student practical nurses with the Director of Nursing Service of the Hospital.
- I. Submit the following information to the affiliating Hospital:
  - 1. A statement of names, addresses of affiliating students prior to the affiliation date.
  - 2. A record of each student, giving pertinent personal data, a statement of each student's classroom achievements and record of classroom attendance.

## II. The AFFILIATING HOSPITAL agrees to:

- A. Provide without charge the following space and equipment for utilization by the Practical Nurse Program:
  - 1. Faculty and student individual lockers and space for same
  - 2. Clinical classroom and/or conference rooms
- B. Provide experience in the following services:
  - Service
    - 1. Medical & Surgical Nursing
    - 2. Pediatric Nursing
- C. Accept not more than thirty-two (32) students a year for instruction and practice in the care of selected patients. The rotation shall be planned by the Clinical Instructor under the direction of the Coordinator from the BOARD and the Director of Nursing Service.
- D. Admit all students without discrimination in race or creed. Allow the same lunchroom and restroom facilities as provided for employees.
- E. Provide each student one meal without cost per day of duty during the clinical affiliation.
- F. Recommend well-qualified, registered, professional nurses to serve as Clinical Instructors.
- G. Provide Medical care as follows:
  - 1. During clinical experience students may receive immediate emergency medical care in case of illness or accidents incurred while on duty.
  - 2. A serology, urinalysis, blood count and chest x-ray shall be done within the last month of the program as a terminal check-up and the results submitted to the Coordinator.
- H. Observe the following personnel policies:
  - 1. Students will be assigned to hospital experiences only when their Clinical Instructor is on duty.
  - 2. Students will be available for such learning experiences (including administration of medications under direct supervision) as are



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AGREEMENT-- LICENSED PRACTICAL NURSE PROGRAM (Continued)

A G R E E M E N T (Continued)

deemed necessary by the Coordinator of the School.

3. Students will be required to wear the accepted school uniform.

III. Request for Withdrawal

- A. The AFFILIATING HOSPITAL MAY REQUEST THE COORDINATOR of the BOARD to withdraw any student whose work or conduct may have a detrimental effect on any of its patients or personnel.
- B. The Coordinator of the BOARD may require the withdrawal of any student whose progress, achievement or any adjustment does not justify he or she continuing within the program.
- C. Student is entitled to a terminal interview with the Coordinator and the hospital and others concerned.

IV. Discontinuance of Agreement

If either party to this agreement wishes to withdraw, it is understood that at least three months' notice shall be given by either participating agency and that students enrolled shall be given an opportunity to complete the full program.

V. Renewal

This Memorandum of Agreement shall be reviewed and renewed annually.

Board of Trustees

Signed by Walter N. Brown, President; Billy J. Marshall, Clerk- Treasurer; Iona Schoenian, R.N., Coordinator, Practical Nurse Program.

Hospital Board

Signed by L. E. Thompson, Administrator; Laura Anderson, R.N., Director of Nursing Service.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

EMPLOYMENT OF INSTRUCTORS

149

Mr. Clark moved and Mr. Morgan seconded the motion to confirm the employment of the following:

<u>Summer School - 1st term</u>		
Dennis Kirsch	Physics III	\$625
David Prior	Math III	600
Ronn Rucker	Sociology	500
JoAnn Steiff	Typing I	700
<u>Developmental Funds</u>		
Cathleen Fluty	Pre-Tech English	500
Gary Gemmer	Pre-Tech Chemistry	625
David Prior	Pre-Tech Math	1,000

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

EMPLOYMENT OF LIBRARIAN

150

Mr. Hyland moved and Mr. Morgan seconded the motion to confirm the employment of John Williams, Librarian from OUP, at an annual salary of \$4,250.

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EMPLOYMENT OF LIBRARIAN (Continued)

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

EMPLOYMENT OF SECRETARY

151

Mr. Morgan moved and Mr. Clark seconded the motion to confirm the employment of Patricia David as Secretary at an annual salary of \$4,200.00.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

ADJUSTMENT OF SALARIES

152

Mr. Clark moved and Mr. Hyland seconded the motion to adjust the annual salaries of Goldie Weddington and Violet Bays from \$3,600 to \$3,800.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

CHANGING OF CUMULATIVE SICK DAYS

153

Mr. Morgan moved that cumulative sick days be changed from 120 days to 150 days.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

ACCEPT RESIGNATION

154

Mr. Hyland moved to accept the resignation of Kathy McGraw:

Dear Mr. Marshall and Mr. Taylor,

Please accept this as my resignation as Secretary in the Scioto Technical College, effective August 8, 1972. My reason for leaving is strictly a personal matter -- nothing at all to do with my work.

I cannot thank either of you enough for the privilege of working with you in this new educational facility. Thanks to both of you, again, for making my job such a pleasant and rewarding one.

Sincerely,  
Signed Kathy

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

CONFIRM EMPLOYMENT

155

Mr. Clark moved and Mr. Morgan seconded the motion to confirm the employment of Rhonda Wessel at the salary indicated:

\$4,600 - July 24, 1972-June 30, 1973

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

AUTHORIZE SIGNING OF RESOLUTION

156

Mr. Morgan moved to give authority to Billy J. Marshall to sign the resolution with the Public Facilities Commission.

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AUTHORIZE SIGNING OF RESOLUTION (Continued)

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

CONFIRM SALARY ADJUSTMENTS

157

Mr. Morgan moved and Mr. Hyland seconded the motion to confirm salary adjustments for:

Frank C. Taylor	from	\$11,000	to	\$11,500
Billy J. Marshall	from	\$7,500	to	\$7,750

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

INCREASE SALARY--PAUL TAYLOR

158

Mr. Hyland moved and Mr. Clark seconded the motion to increase the salary of Paul Taylor from \$10,300 to \$11,300.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

EMPLOYMENT OF INSTRUCTORS

159

Mr. Hyland moved and Mr. Morgan seconded the motion to confirm the employment of the following:

Summer School - 2nd term

Paul Crabtree	Psychology	\$700
James Rowland	Speech	500
Kathleen Simon	Technical Writing	500
Ray Irwin	Electro Mech. Tech.	720
Lois Cox	Typing II	700

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

EMPLOYMENT OF REGULAR INSTRUCTORS

160

Mr. Morgan moved and Mr. Clark seconded the motion to confirm the employment of the following regular instructors at the annual salaries indicated:

Ronn Rucker	\$10,000
Larry Estep	7,000
David Cleaves	8,000
Patricia Griffith	8,000
Virginia Smith	9,500
Richard T. Davidson	12,300 part-time placement

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

ADJOURNMENT

Mr. Hyland moved that the meeting adjourn.

Voting "aye" on the motion were Mr. Morgan, Mr. Clark, Mr. Hyland, and Mr. Brown.

The meeting was adjourned at 7:45.

Billy J. Marshall  
Billy J. Marshall, Sec.-Treas.

Walter N. Brown  
Walter N. Brown, Chairman